

## **Literacy Volunteers of Washington County Enrollment Policy 0907**

### **Eligibility Requirements:**

- are 16 years of age or older (Those under 18 will be referred to the public schools, The Education Exchange, and/or South County Community Action for services.)
- are not enrolled or required to be enrolled in secondary school under State law
- lack sufficient mastery of basic educational skills to enable the individuals to function effectively in society
- do not have a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education; or are unable to speak, read, or write the English language

### **Intake Defined:**

- Completion of RIDE CALIS document, LVWC smart goals form, orientation to technology and small groups, other services in Washington County
- Standardized assessment within 12 hours of instruction
- Placement based on assessments, goals, and availability of local services

### **Enrollment Defined:**

- Participants who have completed intake and have one or more hours of instructional time
- Follow up with CALIS attendance alerts to determine separation date (Those not able to be found and those not interested in returning in the current fiscal year are separated as of their last attendance date...those interested in returning with schedule or program adjustments are not separated.)
- Review and revision of goals every three months

### **Attendance Policy:**

- All participants and volunteers are asked to let staff know about extended travel and training plans that interfere with their obligations to the literacy program.
- For individual instruction with tutors, participants and volunteers may cancel and reschedule appointments, but both must be respectful of each other's time. "No shows" are not permitted for either participants or volunteers.
- For open enrollment small groups, participants and volunteers are asked to let each other and staff know about schedule changes a week in advance, if possible. Staff covers for volunteers who are ill or not able to continue.
- For technology, participants and volunteers are asked to respect reservations made for software with limited licenses.

This policy is intended to be consistent with RIDE policies on

<http://www.rido.net/adulteducation/policies.aspx>

9/11/07